

IRS Tax Return Transcript Request Process

If you and/or your parent(s) are ineligible to use the IRS Link to provide tax return information for verification purposes (see “Using the IRS Link”), you must provide the tax return transcript for those tax filers who are ineligible. Tax filers can request a transcript, free of charge, of their tax return from the IRS either by phone, online, or by paper request (IRS Form 4506T):

Online Request by Mail

- Go to the IRS website www.irs.gov.
- Click on Get Your Tax Record.
- Click the blue box “Get Transcript by Mail”
- Enter the tax filer’s Social Security Number, date of birth, street address, and zip or postal code. Use the address currently on file with the IRS. Generally this will be the address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Click “Continue”
- For “Type of Transcript”, select Return Transcript
- For “Tax Year”, select the year and click Continue
- Click “Exit”
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address included in their online request, within 5 to 10 days from the time the on-line request was successfully transmitted to the IRS.
- IRS Tax Return Transcripts requested online cannot be sent directly to a third party by the IRS. They will be mailed to the address on file with the IRS.

Telephone Request

- Available from the IRS by calling **1-800-908-9946**
- Tax filers must follow prompts to enter their social security number and the numbers in their street address. Generally this will be numbers of the street address that was listed on the latest tax return filed. However, if an address change has been completed through the US Postal Service, the IRS may have the updated address on file.
- Select option “**2**” to request an IRS Tax Return Transcript **or**, if you filed an amended tax return select option “**4**” to request an Account Transcript and a Tax Return Transcript and then enter the year.
- If successfully validated, tax filers can expect to receive a paper IRS Tax Return Transcript at the address that was used in their telephone request, within 5 to 10 days from the time the IRS receives the request.
- IRS Tax Return Transcripts requested by telephone cannot be sent directly to a third party by the IRS.